

City of Dunedin, Florida
Class Description

Position Title: **Recreation Leader**
Parks & Recreation Department
Recreation Division

General Description Of Duties

Under supervision, implements and supervises recreational programs, ensuring compliance with all City policies, procedures and safety regulations at all times. Assists in program planning and promotion, and in the supervision of subordinate volunteers and part-time/temporary employees. Reports to the Recreation Coordinator.

Specific Duties And Responsibilities

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Assists with the planning, scheduling and promotion of creative recreational programming that meets the leisure needs of assigned community.

Processes program registration; accepts, receipts and records program fees and other revenues.

Presents and/or supervises recreational programming in assigned area(s). Coordinates programs and activities with other City departments, agencies, community organizations and the public as appropriate.

Sets up chairs, tables, equipment, etc., and/or decorates rooms/facility for programs, special events and activities.

Assists in coordinating and supervising the use of facilities by outside groups and individuals.

Ensures that all City policies, procedures and safety regulations are followed at all times.

Maintains an environment that protects the health and safety of all program participants.

Administers prescribed medications as required; administers CPR and First Aid as necessary.

Supervises all activities and discipline youth participants as appropriate; maintains communications with parents/guardian regarding children's behavior and participation.

Assists in evaluating all programs for effectiveness and value to the recreation program.

Provides information regarding programming to the public through the preparation and distribution of effective publicity materials.

Recreation Leader, Parks & Recreation Department

Receives and responds to public inquiries, complaints and requests for assistance.

Ensures the availability of required supplies and equipment; orders and maintains a supply inventory.

Compiles data for and prepares required records and reports.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, attending meetings, entering computer data, etc.

Participates in facility maintenance duties as required, including custodial, groundskeeping and maintenance tasks.

Performs related duties as required.

Minimum Training And Experience

Requires a high school diploma or GED equivalent.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

Special Requirements

Requires certification in CPR and First Aid or must obtain within six (6) months of hire.

Must possess a valid Florida driver's license.

May require Pinellas County Licensing Board Classes/Certification for Before/After School Program which must begin within 90 days of hire date.

Requires other special training, certifications or licenses as applicable to assigned area(s) of supervision.

Performance Aptitudes

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand and yard tools, and various special equipment according to assigned area(s) of programming.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information.

Recreation Leader, Parks & Recreation Department

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, teaching and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-50 pounds). May require the ability to perform and/or demonstrate various physical skills involved in recreational programming. Office tasks require a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, dust/pollen/smoke, harsh chemicals/cleaning agents, equipment hazards, communicable disease, strong odors.

Performance Indicators

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Recreation Leader. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to assist in the planning and implementation of creative programming for various ages. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to train, assist, motivate and provide leadership to volunteers and employees. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Has knowledge of and skill in the use of modern office equipment, including computers. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Recreation Leader, Parks & Recreation Department

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

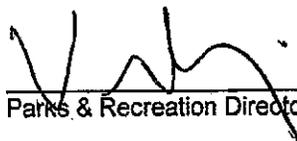
Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:



Parks & Recreation Director

1/27/15
Date _____

*Jay Inshell for
Vince Lopez
1/22/16*